

**Minutes of the Parish Council Meeting held on  
Tuesday 12 May 2015 in the Village Centre following  
the Annual Parish Council Meeting (which was held at 7:30 pm).  
The meeting started at 7.40pm.**

Present: The Chairman, Cllr David Peart and Cllrs Bridget Culley, Ray Randall, Tony Styles, Tony Grunsell, Colin Henderson, Hugo Wurzer and the clerk, Derek Kane.

**Members of the Public in attendance:** Seven.

**Time for public speaking:**

**The chairman** first asked if any members of the public present wished to speak on any matter other than Rope Yarn Lane (item 5.3). He then invited one of their number to address the council on this matter. The chairman explained that shortly after the commencement of the proper business of the meeting, he would bring forward item 5.3 for the PC to discuss in order that members of the public, should they wish, be able to then leave the meeting.

**Sue Prior**, a resident from Stoke, said that this ancient lane has been used by the public for many years and goes back centuries in this use and is now being willingly obstructed by the landowner, and is preventing walkers, cyclists, horse riders and 'pony & trap' riders from using this lane.

She asks for the PC's assistance in asking the landowner to remove the obstructions and to ask HCC to escalate the application to make Rope Yarn Lane a Restricted Byway.

She is looking to meet with HCC's Rights of Way (RoW) officer to find out how to escalate the application (ref CEP/CR605 which, even if it is moved from what is known as List B (54 applications) to List C (currently only one application), though processing of the application could still take two or three years.

She would like sight of letter from HCC (a Mr Emmit) to the landowner which he claims is his land with no RoW.

She advised that 'No RoW' signs had recently been put up, but are now down, although it is uncertain whether the landowner took these down or a third party has.

She asks for the PC to enquire of the Land Registry about ownership of the strip of land.

The chairman thanked the resident for address.

**The Proper Business of the Parish Council meeting then commenced.**

**1. Apologies for Absence:** BDBC Cllr Graham Falconer, Cllrs Katie Dixon and Philip Jeffery.

**2. Declarations of Interests:** None.

**3.1 The Minutes of the Meeting held on Tuesday 14 April 2015 (previously circulated).**

Having been already circulated, Cllr Bridget Culley proposed that they were a true record and should be signed; the proposal was seconded by Cllr Tony Styles and unanimously agreed by the council.

**3.4 Matters arising:** None.

The minutes of the **2015 Annual Parish Assembly held on 5 May** are currently being prepared and will be available for the next Full Council Meeting on 9 June.

Chairman's Initials

#### **4. Borough & County Councillor Reports.**

**4.1** No report had been received from Hampshire County Cllr Tom Thacker.

**4.2 BDBC Cllr Graham Falconer had submitted via the clerk a short written report which was read out:**

This week we have meetings to discuss roles and committees and then full Council on 14 and 21 May to elect the Mayor and then committee selection. Life should be a little more positive now that the Conservatives have 32 seats and the opposition parties have 28.

#### **5. Items for discussion:**

**The chairman directed that item 5.3 be brought forward for discussion by the council**

**5.3 Rope Yarn Lane — Restricted Byway application** — Request from parishioners for PC support to have the application progressed with HCC.

The chairman and the council expressed their support for the unblocking of the lane and its registration as a Restricted Byway, given the use by walkers, cyclists and horse riders over many, many years. Whilst the practice of 'fly-tipping' is to be deplored, and possibly explains the approach taken by the landowner (it being that BDBC will only clear 'fly-tip' from or adjacent to the highway and verges and that Rope Yarn Lane is NOT currently designated as a 'Highway'). 'Fly-tip' on private land is for the landowner to clear, annoying that this must feel to affected landowners.

**The PC will take the following actions:**

The chairman will draft a letter to the landowner asking him to assist in allowing walkers, cyclists and horse/trap riders to access the lane.

The PC will contact our county councillor to put pressure on HCC to bring forward the Restricted Byway application.

The PC will arrange and pay for a Land Registry enquiry.

Cllr Styles to arrange for a Freedom of Information application to enquire about correspondence between the county and the landowner in respect of ownership, highway designation and RoW in respect of the lane.

**The members of the public then left the meeting.**

**The order of the agenda then resumed.**

**5.1 Black Garden — Community Right to Bid application** — Update

E-mail received from BDBC on 22 April:

*Now I have received your nomination, the adopted process requires me to write to the freeholders requesting they confirm the community activity on the land. Once I have received this, I will submit all information to the portfolio holder for partnerships for a decision.*

*If the freeholder challenges the decision to list the asset, then the process allows them to submit an appeal to our director as an external body, who was not involved in the initial decision to make an unbiased judgement.*

Chairman's Initials

## **5.2 Batsford – Sovereign** – Update (regarding possible school set-down / pick-up area).

Despite meeting recently with Sovereign Housing it would appear that officers that met with PC reps are not able to make decisions and displayed no ‘enthusiasm’ for investigating this matter further, despite the PC offering to clear, set-up and maintain the set-down area. The PC will continue to press for action.

## **5.3 Rope Yarn Lane – Restricted Byway application** – Request from parishioners for PC support to have the application progressed with HCC.

This item was covered off earlier in the meeting.

## **5.4 Flooding and Emergency Group** – Update

Update from Clem Jones dated 1 May 2015:

### Overview.

As we are all aware there was no flooding or sewer tankering in the village this winter.

This was as a result of a low autumn rainfall and the work SW did on the sewer by the Surgery.

We are working regularly with both the EA and HCC to address the various issues we identified during the flooding in 2013.

### Sewage

There was no tankering or overpumping in the village this winter, it should be noted that this was in spite of the fact that the ground water rose to a level above that which has traditionally necessitated both to be needed.

On the occasions I could see down the sewer it was high, up the manhole, but running well and strongly. This improved behaviour is most likely due to the work SW did relaying that part of the sewer which was partially blocked by a slump. The road closure was well worth it; SW should be thanked for their efforts.

There was a significant overflow from the sewer in the vicinity of the pumping station; this could well have been exacerbated by the improved flow and thus pressure at this point caused by the clearance of the blockage above.

Despite this improved situation we should keep up the pressure on SW to do as much remedial work as possible on leaking laterals etc while the river is low this summer.

### Flooding

While the underlying ground water was relatively high this winter there was a relatively rain free autumn and winter so there was no risk of increased run off causing flooding.

The levels of ground water and the river are currently falling well and we have every chance of entering this autumn with a low base ground water level.

When the floods were happening and in the months following we have held a number of meetings with the various authorities; EA, HCC, B&DBC.

A number of these sessions have included all the villages in the valley, Hurstbourne, Upton, Vernham Deane. We are developing joint plans with the EA and HCC to cover the Bourne Valley.

The overall plan and the funding when it is secured will cover the whole Valley which is now an area specifically recognised as at risk from Ground Water flooding.

Chairman’s Initials

There is now a jointly agreed 6 year plan that identifies all our issues, the next steps are to get this plan adopted by the authorities and funded.

Both the EA and HCC have also agreed that they will endeavour to do some of the urgent actions outside this plan (ie quicker and with current money).

The main actions for SMB are:

- 1 Clear the river bed
- 2 Address specific pinch points that exacerbate the flood risk
- 3 Address the culvert issues opposite Holdway cottages

As part of action 1 above the EA will conduct a survey of the river bed from Hurstbourne to, the Viaduct once the river levels fall (this autumn)

As our contribution to this activity we are doing a number of things,

Writing a flood action plan that will be registered with the authorities

Identifying the assets we can bring to bear in the case of flooding, such as; pumps we might have, locations where we can store and distribute sandbags.

Identify the riparian owners

Monitor the various water levels and have in place a warning system.

We are making progress with all of these, as one might say ' we are fixing the roof while the sun shines'

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**Cllr Styles** reported that the recent meeting with the Bourne Valley Flood Group at Vernham Dean have shown a positive attitude emerging from both HCC and the Environmental Agency.

SMB has been earmarked for Government help through the EA (ie central government funding) as one of 34 projects in the EA's Southern Regional Flood and Coastal Committee Area.

The PC is still looking to funding of the extension of the road pipe from near The House, The Cottage, etc, to below Summerhaugh Bridge for outfall into The Bourne.

The PC has written to all potential Riparian owners as one of the first stages for a hydrological survey of The Bourne bed, but of course the survey cannot be done until water levels drop.

An emergency plan is still in development (not just for flood, but for fire, or other accident / commotion) and the Flooding and Emergency Group are looking to develop a 'Traffic Light' system for SMB use from regular readings of wells and river levels taken at various points in the valley.

Chairman's Initials

## **6. Finance**

### **6.1 Consider Internal Auditor's Report for 2014/15.**

From Stuart J Pollard, Director, Auditing Solutions Limited:

#### **Background and Scope**

The Accounts and Audit Arrangements introduced from 1<sup>st</sup> April 2001 require all Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council complied with this requirement appointing a local person to undertake the work on their behalf: we were subsequently approached and appointed from 2009-10. This report summarises our conclusions on the areas examined during the course of our visit for the year which took place on 23<sup>rd</sup> April 2015, and allows us to gain sufficient assurance to 'sign-off' the Internal Audit Certificate in the Annual Return for the year.

#### **Internal Audit approach**

In undertaking our review, we have again had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts. With the relatively limited number of transactions annually, we have applied direct substantive tests in most areas rather than selective sampling.

#### **Overall Conclusion**

We are again pleased to conclude that overall the Council continues to operate effective systems in place to ensure that its financial affairs are managed appropriately and that transactions are accurately reflected in the Statement of Accounts and Annual Return. Whilst no significant issues have arisen, we have identified one or two areas where action is required in order to comply with the latest requirements of the Governance and Accountability Manual (2014 update): detail is set out in the body of the report with subsequent recommendations further summarised in the appended Action Plan.

On the basis of work completed both a tour own offices in advance of our visit and subsequently at the Council's offices, we have signed off the Internal Audit Certificate in the Annual Return assigning positive assurances in each relevant area, excepting that in relation to Risk Management where positive action is required by members to ensure compliance with the latest governance requirements as set out in the 2014 edition of the aforementioned Manual.

#### **Detailed Report**

##### **Maintenance of Accounting Records & Bank Reconciliations**

The clerk uses the Alpha accounting system to maintain the Council's financial records. Three bank accounts are in place; a Current and Business Reserve Account, together with a fixed term investment account all with Lloyds TSB. Separate cashbooks are operated in the financial ledger for each of these accounts.

Chairman's Initials

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have consequently: -

- Agreed the 2014-15 opening balances in the Alpha software to the prior year closing Trial Balance detail;
- Verified that the financial ledger remains “in balance” at the financial year-end;
- Ensured that the cost and expenditure coding structure is appropriate for purpose;
- Checked and agreed detail in the cashbooks for each bank account to supporting bank statements for the full financial year;
- Checked and agreed detail on the year-end bank reconciliations for all accounts; and
- Ensured the accurate disclosure of the combined cash / bank balances in the year’s Annual Return.

### **Conclusions**

***We are pleased to report that no issues have been identified in this area of our review.***

### **Review of Corporate Governance**

Our objective is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation.

We have noted previously that the Council adopted Standing Orders and Financial Regulations based on NALC model documents. Whilst these documents are reviewed and re-adopted at each Annual Parish Council Meeting, they have not been significantly revised recently and consequently do not reflect the recent legislative changes affecting, inter alia, the filming and recording of meetings or the repeal of Section 150(5) of the 2972 Act requiring two members to sign all payable orders.

We have examined the Council and its standing committees’ minutes for the full financial year to ensure that no issues exist or are developing that may have an adverse affect on the Council’s financial stability and are pleased to record that no such issues have been identified. We also again note that Virements are reported to and approved by the Planning Committee with the full Council ratifying the initial decisions.

We also wish to take this opportunity to draw the Clerk and members attention to the 2014 revision of the Governance and Accountability Manual. The document includes a number of changes and identifies a number of areas where the Council now “**MUST**” take formal action (e.g. the annual review and adoption of risk assessments) whereas such were previously not specifically required. We anticipate that the external auditors will take a more positive attitude and report accordingly in the Annual Return Certificate where councils have failed to comply with the requirements of the revised Manual.

### **Conclusions and recommendations**

***We shall continue to monitor the Council’s approach to governance issues at next year’s review and, as above consider that the Council should take appropriate action as a matter of some urgency to ensure that its governance arrangements are sound and comply with current guidance and best practice.***

- R1. *The Council should undertake a full review of its extant Standing Orders and Financial Regulations ensuring that they reflect any and all changes to legislation and ensuring that the Council is compliant with best working practice.*
- R2. *The Clerk and members should ensure that they are familiar and that the Council complies with the requirements of the revised (2014 edition) of the Governance and Accountability Manual.*

Chairman’s Initials

## **Review of Payments and VAT**

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures;
- Funds are expended in accordance with approved budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have, due to their relatively small number, examined all payments in the year for compliance with the above criteria with no issues arising. We also note the preparation and submission of a VAT reclaim for the full financial year, detail of which we have agreed to the Alpha control account detail.

### **Conclusions**

***No issues have been identified in this area of our work warranting formal comment or recommendation.***

### **Assessment and Management of Risk**

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition. We have: -

- Examined the Council's insurance policy arranged through Came & Co to ensure that appropriate cover is in place and that members have reviewed its content and determined that cover in each area is appropriate to the Council's needs.
- Noted that, whilst comprehensive health and safety assessments are in place, no progress has been to develop robust financial risk assessments and registers, nor to formally reassess and re-adopt the former as now required annually by the Governance and Accountability Manual.

### **Conclusions and recommendation**

**We consider that the level of cover afforded by the Aviva policy in each area remains appropriate for the Council's present requirements. Urgent action is, however, required to ensure compliance with the requirements of the aforementioned Governance and Accountability Manual with formal financial risk assessments developed and subjected to annual review and re-adoption by the full Council.**

*R3. The Council should ensure that it complies with the requirements of the Governance and Accountability Manual (2014) with financial and other risk assessments subjected to annual review, update and formal re-adoption by the full Council.*

Chairman's Initials

### **Budgetary Control & Reserves**

We are pleased to note that, following due and formal consideration, the Council has adopted a precept of £19,506, together with the Council Tax Support Grant of £1,494 for 2015-16 at its January 2015.

We also again note that a half-yearly review of budget performance is carried out by members comparing actual performance against the approved budget. We have reviewed the year-end outturn to determine whether or not any significant and / or unexplained variances exist and are pleased to record that no unexplained or unanticipated variances requiring further review or action by the Clerk or members are apparent.

We have also reviewed the level of retained balances at the year-end, noting that the Council has now created a few Earmarked Funds. Combined reserves total £45,000 and equate to some ten months' expenditure at current levels and are considered more than adequate to meet the Council's ongoing revenue spending plans and development aspirations.

### **Conclusions**

***No issues have been identified in this area of our work warranting formal comment or recommendation.***

### **Review of Income**

The Council has a limited range of income sources, primarily the precept, the fishing tenancy, grants for specific projects and other miscellaneous income by way of bank interest recovered VAT, etc.

We have examined the Alpha nominal income account detail to ensure that the allocation of income is correct and that no evidence exists of unrecovered income. We have also updated our year-on-year analysis of income across the various headings, detail of which will be considered when planning our 2015-16 review programme.

### **Conclusions**

***We are pleased to report that the income systems appear to continue to operate effectively with no control weaknesses identified.***

### **Petty Cash Account**

The Council operates a small petty cash account with minimal activity: however, as part of the Internal Audit Certification process, we are required to consider and report on the effectiveness of controls over operation of the account. Some £50 only has been expended through the account in the year and we have checked and agreed each recorded payment to the supporting trade invoices, till receipts, etc. with no issues arising. We have also checked the physical cash holding on the day of our visit and agreed the amount held to the supporting Alpha accounts taking note of transactions since 31<sup>st</sup> March 2015,

### **Conclusions**

***No significant issues have arisen from our review of the operation of the petty cash account, apart from noting that VAT had not been identified for recovery on a few of the periodic parking tickets included in the year's payments: we have drawn this to the Clerk's attention and, consequently, do not consider that a formal recommendation is required.***

Chairman's Initials



## **Salaries and Wages**

We aim in this review area to ensure that the Council has approved the Clerk's annual salary, that a formal employment contract is in place and that the monthly salary is calculated in accordance with these criteria. We also aim to ensure that the appropriate tax and NI deductions and employer's NI contributions have been calculated accurately and that the appropriate payments are made to the clerk and HMRC.

We noted last year that the services of a payroll provider were used in order to ensure compliance with Real Time Information submission requirements, the same arrangement continuing in 2014-15.

*We also note that the Council approved implementation of the 2014-2016 national pay settlement and that this was applied appropriately from 1<sup>st</sup> January 2015: we also note the Council's approval for a further increase in the Clerk's pay advancing one point up the spinal scale.*

## **Conclusions**

**No issues arise from our review of payroll preparation and resultant salary and HMRC payments.**

## ***Asset Register***

We are pleased to note the existence of an appropriate asset register, which now records asset values at purchase cost or, as now required at the prior year reported value in the Annual Return, following the change in reporting requirements a few years ago.

We have previously suggested that, in order to assist the Council in assessing future budget requirements in respect of asset replacements, the register should also include the annually uplifted insurance value, which generally approximates to replacement cost. We are pleased to note that the clerk has endeavoured to comply with this updating the register as at 31<sup>st</sup> March 2015 accordingly to include the data in generic groups (the insurance schedule does not provide a more detailed breakdown of the individual assets values).

## **Conclusions**

***We have ensured the accurate disclosure of the year-end value in the Annual Return including the defibrillator acquired during the year and, consequently, no issues arise warranting formal recommendation this year.***

## ***Investments and Loans***

The Council has re-invested £20,000 in March 2015 for one-year with Lloyds Bank: we have examined the resultant contract note, also ensuring that the prior year "investment" (£15,000) has been repaid appropriately with interest paid gross. No loans are in place either repayable by or to the Council.

## **Conclusions**

**No issues arise in this area.**

Chairman's Initials

### ***Statement of Accounts & Annual Return***

The Clerk has prepared a brief Statement of Accounts based on the Alpha accounting system detail, supported by further supplementary explanatory notes detailing the causes of year-on-year variances.

We have checked and agreed the accurate disclosure of values in Section 1 of the Annual Return by reference to the Alpha closing Trial Balance and other relevant documentation.

### ***Conclusions***

***No issues arise in this area warranting formal comment and, on the basis of the work undertaken during the course of our review, we have duly signed off the Internal Audit Certificate at Section 4 of the Return assigning positive assurances in each relevant area other than in relation to risk management issues as detailed above.***

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**The clerk to prepare a draft new Standing Orders and Financial Regulations paper for the June Full Council Meeting to consider with a view to resolving on it at a special parish council meeting immediately prior to the July Full Council meeting.**

**The clerk to present the 2014 Governance and Accountability Manual to the council in June and ensure that its contents are reflected in the PC's Standing Orders and Financial Regulations.**

**From this the Financial and other risks assessments must be subject to annual review, update and formal re-adoption.**

**6.2 Defibrillator:** Resolve on minor electricity costs for village shop to be borne by the PC (approx £6 pa). The PC agreed to pay annually to the Village Shop CIC £6 to cover minor electricity costs as a result of the Defibrillator's fitting.

**6.3 BDBC – Street Litter Picker – Funding update.**

E-mail received 28 April from BDBC:

I have pleasure in informing you that St Mary Bourne Parish Council's grant for local litter picking for 2015/16 will be £1,014.00.

The clerk to raise an invoice to claim this amount.

The clerk to ensure that the grant is paid in full on a quarterly basis to the litter picker. The first payment is due to be paid on 9 June 2015.

**6.4 Premier Grounds – Update on Lake Maintenance quote for four years from 2015/16:**

Premier Grounds, following their first Lake cut, have volunteered the following admission: That they had underscoped in error the costs having quoted an amount for the year when it was the amount per cut (four cuts per year). The under quote amounts to £660 pa.

The PC appreciated Premier's candour and offer to take the 'hit'. The clerk pointed out that even if the Lake cut has been quoted correctly, their overall quote for all Grounds Maintenance remained competitive compared with the three other quotes. The clerk also pointed out that an extra £666 had been received from BDBC for the Grass Cuttings grant, which was unexpected and had not been budgeted for in income when arriving at the Precept. The council agreed to the payment of £220 per lake cut (4 max pa).

Chairman's Initials

### 6.5 Lloyds Bank Cheque Signing mandate – Update

The final signature from councillors was received w/c 27 April and the forms from Lloyds were then posted back to the bank.

### 6.6 Monthly accounts – May

Account	Amount	
Treasurers Account	876.99	
Investment Account	39,769.25	#1
Petty Cash Account	10.97	
Lloyds TSB Fixed Term Deposit	20,000.00	
Less un-presented cheques	852.81	#2
<b>Closing Balance</b>	<b>59,804.40</b>	#1

#1 Balance in Investment Account & Closing Balance includes balance of **£212.86** of **Neighbourhood Plan Funds** (drawn from £4,240.00 grant payment from the Community Development Fund (CDF) and balance of grant payment from CDF of £470.50) and **- £40.00** of **Lengthsman grant from HCC** (drawn from £9,000 grant payment for 2014/15) held on behalf of nine associate parish and town councils. There is an overspend by Hurstbourne Priors PC of £40.00 which is being claimed by SMB PC on the associate council

#2 Not cleared: Chq 2382 HPFA, chq 2390 Viking, chq 2391 BT, chq 2392 SEE, chq 2393 W Annalls, chq 2394 NALC and chq 2395 Auditing Solutions Ltd.

### Payments made since the Full Council Meeting on 14 April 2015:

Payee	Cheque No	Amount
Clr David Peart (travel expenses to HALC for Planning Training)	2389	28.85
Viking (ink cartridges)	2390	80.94
BT	2391	200.28
SSE (Jubilee Lamp electric)	2392	150.09
WMT Annals (Further work on Pavours laying Pavilion)	2393	82.50
NALC (Magazine sub)	2394	17.00
Auditing Solutions Ltd	2395	282.00
<b>Total</b>		<b>841.66</b>

**Above payments were agreed at the Planning Committee meeting on 28 April 2015.**

As there were insufficient funds in the Treasurer's account to cover all of the above payments the clerk requested and the councillors present at the above meeting approved a transfer of **£300.00** from the Business Investment account to the Treasurer's account.

Chairman's Initials

**Receipts reported since the Full Council Meeting on 14 April 2015 (into Business Investment A/C):**

Source	Date	Amount
SSE (Wayleave)	2/4/15	42.34
David Scrase (Fishing Syndicate Q1 2015/16)	7/4/15	720.00
Longparish Parish Council Lengthsman overspend repayment	7/4/15	10.00
Bank interest	9/4/15	0.66
BDBC (Precept and Grants) #3	27/4/15	23,586.00
<b>TOTAL</b>		<b>24,359.00</b>

**#3: Breakdown:**

<b>Precept (1 of 2 instalments):</b>	<b>£9,753</b>
<b>Limited Grant:</b>	<b>£1,100</b>
<b>CTS Grant:</b>	<b>£1,494</b>
<b>Parish Funding (Grass Cuttings)</b>	<b>£5,946 (previous 5 years £5,280 pa)</b>
<b>Parish Funding (Wicket)</b>	<b>£5,293 (previous 5 years £4,700 pa)</b>

CDFG for Neighbourhood Plan, as at 30/4/15 held by SMB PC, in Business Investment a/c.

Item	Payments In	Payments Out	Date	Balance
b/f				<b>212.86</b>
c/f				<b>212.86</b>

Lengthsman funds, as at 30/4/15 held by SMB PC, in Business Investment a/c, on behalf of the nine associate town and parish councils.

Item	Payments In	Payments Out	Date	Balance
b/f				<b>1,640.00</b>
<b>Longparish</b>	<b>10.00</b>		<b>7/4/15</b>	<b>1,650.00</b>
<b>East Woodhay</b>		<b>550.00</b>	<b>14/4/15</b>	<b>1,100.00</b>
<b>Hurstbourne Priors #4</b>		<b>680.00</b>	<b>14/4/15</b>	<b>420.00</b>
<b>Burghclere</b>		<b>220.00</b>	<b>14/4/15</b>	<b>200.00</b>
<b>Whitchurch</b>		<b>60.00</b>	<b>14/4/15</b>	<b>140.00</b>
<b>Ecchinswell</b>		<b>40.00</b>	<b>14/4/15</b>	<b>100.00</b>
<b>Highclere</b>		<b>140.00</b>	<b>14/4/15</b>	<b>- 40.00</b>
c/f				<b>- 40.00</b>

**#4 Hurstbourne Priors had overspent by £40.00** their grant amount. This overspend has been covered by an invoice raised on 1 April to Hurstbourne Priors and payment remains still outstanding.

Chairman's Initials

**Payments Due at Meeting:**

<b>Payee</b>	<b>Cheque No.</b>	<b>Amount</b>
Derek Kane (salary)	2396	645.76
Derek Kane (travel expenses)	2397	4.83
Cllr Tony Grunsell (APA refreshments)	2398	37.22
Premier Grounds (Grounds Maint)	2399	532.50
Premier Grounds (Car Park / Rec fence replacement)	2400	537.07
SSE (Games area electric)	2401	33.00
SSE (Pavilion electric)	2402	44.62
HALC (Training)	2403	42.00
RBS Software Solutions (back-up services)	2404	133.20
Aztec Flooring Services	2405	1,266.72
<b>Total</b>		<b>3,276.92</b>

**Invoices raised since last Full Council Meeting:**

<b>To</b>	<b>Inv No.</b>	<b>Dated</b>	<b>Amount</b>
HCC (Lengthsman Grant for 2015/16 to include Overton PC)	5/15	22/4/15	1,100.00
<b>Total</b>			<b>1,100.00</b>

Invoices to be raised for Litter Grant this month.

Provision **£500** buffer for any unforeseen expenses incurred before the next Full Council Meeting on 9 June needs to be provided for.

It was agreed to transfer **£3,800.00** from the Business Investment account to the Treasurers account to meet the payments that had been proposed by the clerk.

The acceptance of the **reconciled** accounts up to 30 April 2015 was proposed by Cllr Tony Grunsell and seconded by Cllr Tony Styles and unanimously agreed by the council.

**7. Planning:**

**7.1.1 Report from Planning Committee Meeting held on Tuesday 28 April 2015 (previously circulated).**

**7.1.2 Matters arising from the Report:** None.

**7.2 Planning Applications for discussion at meeting:**

**15/01205/HSE & 01206/LBC – Windmill Farm, Stoke, SP11 0NP** – Construction of first floor dormer window and installation of timber casement window to north-west elevation. Various internal alterations.

**Decision:** No objection.

**7.3 Trees – Notices of Intent:** None.

**7.4 Advice of Planning Applications considered by BDBC:** None.

Chairman's Initials

**7.5 Planning applications withdrawn to be noted:** None.

**7.6 Planning appeals:**

**7.7 Compliance – Update:**

**7.7.1 Slade Bottom** (raised by a resident 12/2/15 and first minuted 24/2/2015) BDB/75450 granted by BDBC in Feb 2012. Three years elapsed and demolition of existing dwelling has not taken place although replacement dwelling has been erected and appears to be inhabited. Also the barn was to be erected and woodland copse planted. This appears not to have occurred.

Last update Planning Committee Meeting 24/3/15, item 7.

Clerk asked to chase.

**7.7.2 The Croft – Solar Panels on garage roof – street facing** (raised by a councillor to the clerk 9/4/15) – Query out with BDBC as to whether PP is required for these (solar panels in a conservation area). There was no mention of them in the application 14/00672/FUL that had been granted last year.

Last update Full Council Meeting 14/4/15, item 7.2

Clerk asked to chase.

**7.8 Other parish councils' planning matters:**

**Test Valley revised Local Plan modifications** – consultation deadline, 5 June 2015. Noted

**7.9 Other Planning matters:**

(not on agenda – arrived 11 May 2015 ) BDBC – **Mid-examination Local Plan Consultation in relation to the proposed main modifications to the Submission Local Plan (2011-2029)** – consultation deadline, 4pm 22 June 2015. Noted. Hard copy in parish office. Link [www.basingstoke.gov.uk/localplan](http://www.basingstoke.gov.uk/localplan)

**8. Recreation Ground and Lake:**

**8.1.1 Report of Recreation Ground and Lake Issues 13 April to 8 May:** not available.

There were no issues of note not already covered at this meeting.

**8.1.2 Matters arising from the Report:** not applicable.

**8.2 Three requests from Friends of St Mary Bourne school:**

**8.2.1 Permission to use the Pavilion on Thursday, 25 June 2015 for use as a water station for the school fun run.**

**Granted.** Organiser to contact clerk for keys and return after use.

**8.2.2 Permission to have the MUGA given over for overspill parking on Friday, 20 November 2015.**

**Granted** as during school term, weekday and in winter. Clerk to arrange opening c.8am 20 November. MUGA will be relocked by 7pm.

Chairman's Initials

**8.2.3 Permission to hold a Real Ale Festival in June 2016 at the Recreation Ground and for access to the Pavilion for WC / kitchen use. Likely timings 12:00-22:30.**

**Granted in principle.** The PC however will require more detail (as well as the actual date), before fully approving the Recreation Ground and Pavilion use. The organisers to contact the PC in plenty of time when they have all their outline arrangements together in order for the PC to consider the matter.

**8.3 Discuss and resolve on terms and conditions for the use of the Recreation Ground and Pavilion (and any equipment that maybe provided by the PC) by the St Mary Bourne / George Inn Football club from October to March, commencing in 2015.**

The chairman informed the meeting that representatives of the parish council, the proposed football club, the SMB Cricket Club and representatives of Whitchurch Junior Football met on 9 May.

The chairman had previously informed the organiser of the club that the PC (subject to their agreement tonight) would charge £375 per season to include electricity and water used at the pavilion but NOT electricity down to use of floodlights. It is understood that the proposed football club have no intention of using floodlights. The charge would also include any use of equipment (if so minded to be purchased by the PC) relevant to the game of football.

The PC agreed to the charge per season. The club will be invoiced and will require payment in full before the season starts. The clerk will raise an invoice in August.

The PC also agreed to the purchase of a set of removable goal posts which will be stored off the ground when there is no play or practice. A tentative amount of £1k is believed to be required for the purchase of the posts and nets. There maybe the possibility of grant money for the purchase, but the clerk cautioned that it is usually the policy of grant sources not to pay retrospectively for items / services already purchased.

**9. Item of Correspondence to be circulated:**

**9.1 HCC: Summary and link for Town & Parish Councils Economy, Transport and Environment event held in March 2015.** Noted.

**9.2 BDBC: Consultation / drop-in event with Sustrans to encourage travel by foot, bicycle and public transport and help create a cycle strategy – 3 June, 3pm to 7pm.** Noted.

**10. HALC/BDAPTC/SLCC/Training & Conferences Reports:**

**10.1** (not on agenda) – **HALC: E-update for May.** Clerk forwarded link to councillors 12/4/15.

**10.2** (not on agenda) – **HALC: Transparency and Openness event** – 1/6/15, Basingstoke or 6/7/15, Eastleigh. Clerk forwarded e-mail to councillors 12/4/15

**11. Footpaths:**

**11.1.1 Report on Footpaths Issues 13 April to 8 May:** not available.

There were no issues of note not already covered at this meeting.

**11.1.2 Matters arising from the Report:** not applicable.

Chairman's Initials

**12. Highways/Transport/Services:****12.1.1 Report of Highways/Transport/Services Issues 13 April to 8 May:** not available.

There were no issues of note not already covered at this meeting.

**12.1.2 Matters arising from the Report:** not applicable.**13. (not on agenda) Other items:**

**13.1** The clerk to instruct the **Lengthsman** to attend to **the cutting of vegetation** around the low wooden fence along **The Bourne / Highway verge from opposite Diplands Cottage to Wurrage**

**13.2 Bell's Field.** The chairman had very recently asked the clerk to ask Hyde Housing for an outline timeline on start-up for the development and a request for their officers to meet with representatives of the PC to cover off various practical matters. The clerk had received a reply by return but this did not answer the clerk's enquiry other than there had been a delay in preparing the S106 agreement but that the agreement is now with Hyde Housing awaiting their director's sign-off.

**Cllr Colin Henderson** asked that consideration be given to 'pushing-in' the fence along the line of the footpath which runs along the NE boundary of Bell's Field as when the hedges of the existing houses leafs-up and naturally get bigger over the years, the path becomes more difficult for pedestrians to negotiate with.

**13.3 Cllr Bridget Culley** thanked **Cllr Styles** for his article on 'Dog Mess' in the last H&V.

13.4 The clerk was asked to investigate the sourcing of movable flashing signs asking drivers to slow down (when exceeding 30 mph) but which are portable and can be securely left in place, rather like they have in Hurstbourne Priors. The clerk will approach HB-P PC in the first instance. Issues about power (batteries or perhaps solar) would need to be considered Councillors felt that the existing SID device (powered by rechargeable batteries for sessions of up to 90 mins) in conjunction with a Community Speedwatch team is not working as volunteers are not coming forward despite appeals and that a non-manned indicator is more suitable for St Mary Bourne, and where drivers are not having their vehicles recorded and advised to the police. The clerk pointed out that the PC had invested circa £2k in the existing device which displays speed (with smiley or frowny) and which had been used for 18 months as part of a Community Watch scheme and which gave a profile to the PCs speeding concerns, an increased awareness of the need for drivers to slow down, including through the medium of H&V and the approval and support of the police. A small revenue stream continues to be enjoyed by hiring out the device to other councils (currently Hurstbourne Tarrant PC) of up to £400pa.

**There being no other business the meeting closed at 9.30pm.**

**Chairman, St. Mary Bourne Parish Council.**

Date \_\_\_\_\_

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